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November 15, 2001

To: Los Angeles County Superintendent of Schools, County Auditor,
and County Treasurer

From: Janet Sterling, Director
School Fiscal Services Division

Subject: Notice of the Second Apportionment for the K-8, State Instructional Materials
Program, Fiscal Year 2001-02

This apportionment, in the amount of \$1,497, has been made from funds provided by Item 6110-186-0001 (Chapter 106, Statutes of 2001). The amount apportioned is based on a rate of \$33.08 per unit of average daily attendance in grades K-8, as reported by local educational agencies (LEAs) in the 2000-01, second period average daily attendance. This apportionment is an adjustment to the amount paid on the first apportionment for the Little Lake Elementary School District.

LEAs, prior to expenditure of these funds, must ensure that they have fully complied with the requirements of *Education Code* Section 60119, the public hearing regarding the sufficiency of instructional materials in the school district or the county office of education. In addition, please ensure that a notice of the public hearing is posted ten days prior to the actual hearing, and is posted in at least three public places. A resolution attesting to the sufficiency or insufficiency of instructional materials must be adopted at the public hearing. Proof of compliance need not be submitted to the California Department of Education; however, LEAs must be prepared to present proof of compliance with this section when requested by independent auditors.

In accordance with *Education Code* Section 60242.5, these allowances and all interest earned are to be used exclusively for the purchase of instructional materials pursuant to *Education Code* Section 60242(a). As specified by the State Board of Education (SBE) policy, all allowances and interest earned must be spent on instructional materials in the following percentages:

- A. At least 70 percent of the allowance must be used for basic instructional materials adopted by the SBE. LEAs may petition the SBE to obtain nonadopted basic instructional materials with the 70 percent portion of the allotment if it would benefit the instructional program of the LEA.

- B. Up to 30 percent of the allowance may be used to purchase the following:
- nonadopted basic and supplementary materials which have passed legal compliance review at the state level;
 - instructional materials that are exempt from a legal compliance review, such as trade books, maps and globes, reference materials (including dictionaries), math manipulatives, and hand-held calculators; and
 - instructional materials that are designed for use by pupils and their teachers as a learning resource, are integral to a program, and therefore, do not need a legal compliance review.
- C. Up to 5 percent of the 30 percent may be used to purchase any instructional materials that are found to be in legal compliance at the local level. This 5 percent may also be used to purchase tests and in-service training, and to bind textbooks that are otherwise usable and are on the most recent list of basic instructional materials adopted by the SBE and made available pursuant to *Education Code* Section 60200.

In addition to the above expenditure guidelines, the SBE, at their July 9, 1998 meeting, approved the following as an amendment to their instructional materials fund (IMF) policy. This amendment was extended at their June 8, 2000 meeting which will be in effect through June 30, 2002.

During the 1998-1999, 1999-2000, 2000-2001, and 2001-2002 school years (July 1, 1998 through June 30, 2002), LEAs may spend up to 100 percent of their IMF on core or supplementary instructional materials from any source suitable for instruction in the “Structured English Immersion” program [*Education Code* sections 300-340 (Proposition 227)], provided that:

1. Those materials are core materials or supplementary materials that will help students develop skills in English (reading, writing, speaking, and understanding); and
2. The local governing board certifies in a public hearing that the materials are appropriate for the “Structured English Immersion” program described under Proposition 227; and
3. The local governing board has reviewed the alignment of the materials with the SBE approved content standards in language arts.

Los Angeles County Superintendent of Schools, County Auditor, and County Treasurer
November 15, 2001
Page 3

For additional information regarding materials for instruction in the “Structured English Immersion” program, please call the Curriculum Frameworks and Instructional Resources Office at (916) 657-3023.

The K-8, Instructional Materials Program is included in the charter school block grant funding model pursuant to Chapter 6 (commencing with Section 47630) of the *Education Code*. Therefore, charter schools that are participating in the model will receive their funding for this program as part of the categorical component of the charter school block grant, which will be allocated as part of the Principal Apportionment. Charter schools that are not participating in the charter school block grant funding model will receive their funding for this program through their chartering agency.

Supplemental grant selections made pursuant to Article 9 (commencing with Section 54760) of the *Education Code* will be paid in a separate apportionment.

A warrant will be mailed to the Los Angeles County Treasurer approximately four weeks from the date of this Notice. The LEA must deposit these funds in a separate account and maintain records of the interest generated from the allowance and of purchases made with the allowance. For standardized account code structure (SACS) coding, use Resource Code 7155, Instructional Materials: Direct Order K-8, and Revenue Object Code 8590, All other State Revenue. For non-SACS coding, use Income Account Code 8415, Instructional Materials-Elementary. The Los Angeles County Superintendent of Schools is requested to inform the LEA immediately of all pertinent data regarding this apportionment.

If you have any questions regarding this apportionment, please contact Carol Presnell at (916) 323-6191 or by e-mail (cpresnel@cde.ca.gov), or Ging Tucker at (916) 324-4536 or by e-mail (gtucker@cde.ca.gov). Questions concerning expenditure of funds should be directed to Sandi Adams at (916) 657-3023 or by e-mail (sadams@cde.ca.gov).

Attachments
JS:GT:CP